

**2022 Risk Management Plan**

## Best practices to respond to emergencies at the Troy Strawberry Festival

## Updated 3.3.2022

# **Troy Strawberry Festival Chain of Contact**

Below is a format for any committee chair, volunteer, festival attendee, or anyone else who is associated with the Strawberry Festival as to who to contact if there is an issue that arises or a question that has been presented.

* **Business Manager:** This person can listen to any ideas and/or complaints, support, and give advice on any situation that may arise, and they are also knowledgeable as to who to contact if they do not know the answer or have the authority to answer. This position can answer all questions regarding policy, transactions for events, and can authorize transactions, and most changes in regard to event specifications.
* **Festival Chairperson:** This position can listen to any ideas and/or complaints, support, and give advice on any situation that may arise, and they are also knowledgeable as to who to contact if they do not know the answer or have the authority to answer. This position does not have the ability to change any policy or authorize decisions that would directly affect the layout, and/or budget of the festival without first contacting the Business Manager to authorize this change.
* **Executive Director of the Chamber of Commerce:** If any situation arises that you do not agree with the decision made by the Festival Chairperson and the Business Manager or you feel that a matter needs to be taken higher, you can speak to the Executive Director of the Chamber of Commerce.
* **Board of Directors:** If any situation arises that you do not agree with the decision made by the Festival Chairperson, Business Manager and/or Executive Director of the Chamber of Commerce you feel that a matter needs to be taken higher, you can speak to the Board of Directors which meet the 2nd Thursday of each month in the Troy Chamber of Commerce Board Room.

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# **Rain & Inclement Weather Plan for 2022 Troy Strawberry Festival**

The Fire Department will monitor the weather during the festival.

In the event of severe inclement weather, the Troy Fire Department and the Troy Police Dept. will notify the TSF Manager of the impending weather.

* The TSF Manager will then notify the Festival General Chairman.
* A decision will be made to close the festival grounds, under the direction of the Troy Police & Fire Department.

|  |  |  |
| --- | --- | --- |
| Strawberry Festival Staff Liaison (Acting Business Manager)  | Kathi Roetter | 937-573-6477 |
| General Chairman  | Linda Roth | 937-344-2885 |

**In the event of severe inclement weather, the Troy Fire Department and Troy Police Depts., will make a joint decision to close the festival site.**

* An announcement will be made to vacate the area as quickly as possible. An announcement will be made from both information booths.
* TSF Manager will designate TSF volunteers to the following locations to assist with evacuation:
	+ Levee
	+ North & South Market Street
	+ East & West Main Street
	+ Courthouse / Shuttle Stop

Additional Chairman to be included in communication/evacuation:

|  |  |  |
| --- | --- | --- |
| Arts & Craft Chairs  | Jessica Silvers | 937-638-5556 |
| Clubs & Orgs Chairs | Rod Vogl | 937-679-2738 |
| Shuttle Chair | Jon Dankworth  | 419-305-5941 |
| Security  | Ohio Entertainment Security | 937-604-6888 |

**It is imperative that vendors stop selling and encourage patrons to follow the instructions and vacate the area.**

Decision to reopen festival site is made by TSF Business Manager and Festival General Chairman, under the direction of the Troy Police & Fire Department.

**Friday Night – June 3**

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| --- | --- | --- |
| **Friday Night - 6:00pm - 9:00pm** |   | Hometown Celebration |
| Ribbon Cutting  | 5:00 PM  | West side of fountain  |
| Welcome | 6:00 PM | Prouty Plaza  |
| Food & Entertainment | 6:00 PM | Downtown  |
| Friday Night Concert  | 7:30-9:00PM | Prouty Plaza  |
| Booths Open  | 6:00-9:00 PM | Downtown & Levee  |
| Shops Open Late | 5:00-9:00 PM | Downtown  |
| Children’s Big Wheel Race  | 6:30 PM | Market Street Bridge at Water Street |
| Berry Kids Crawl  | 7:30 PM | Market Street Bridge at Water Street |

**Strawberry Jam – Hometown Celebration**

**Chairman to be included:**

|  |  |  |
| --- | --- | --- |
| General Chair  | Linda Roth  | 937-344-2885 |
| Friday Night Chairman | Roberta Jacobs | 937-266-2914 |

**Choices:** Cancel due to weather.

**Who Makes the Decision**: Festival Business Manager & Festival General Chairman, under the direction of the Troy Police & Fire Department

**Alternate Locations:**

No alternate location available

No reschedule available

**Friday, June 3**

**Event:** Children’s Big Wheel Race

**Time:** 6:30 PM

**Location:** Market Street bridge at Water Street

**Chairman:** Jackie

**Choices:** Postpone for a set amount of time, cancel, or move to Sunday

**Who Makes the Decision**: Big Wheel Race Chairmen, TSF Business Manager & Festival General Chairman with the direction of the Troy Police & Fire Department.

**Alternate Locations:**

No alternate location available

No reschedule available

**Friday, June 3**

**Event:** Berry Kids Crawl

**Time:** 7:30 PM

**Location:** Market Street bridge at Water Street

**Chairman:**

**Choices:** Postpone for a set amount of time, move to The Rec

Kelly- Int. Dir. of Troy Rec- cell# 937-308-1753

**Who Makes the Decision**: Kids Crawl Chair, TSF Business Manager & Festival General Chairman with the direction of the Troy Police & Fire Department.

**Alternate Locations:**

Troy Rec will be Rain Location

**Saturday, June 3**

|  |  |  |
| --- | --- | --- |
| **Saturday 10:00am - 9:00pm** |   |   |
| **Festival Officially Open - Dye the fountain**  | **10:00 AM** | **Downtown Prouty Plaza / Fountain**  |
| Festival Site Opens: Arts & Crafts, Games, Food  | 10:00 AM | Downtown Troy and Levee |
| Entertainment Various Acts | 10AM-7PM | Levee and Downtown Stages |
| Opening Ceremony - Chairman's Welcome | 10:15 AM | Downtown Prouty Plaza |
| Children's Area Opens  | 10:00 AM | Lower Levee |
| Little Miss & Mr. Pageant  | 11:00 AM | Prouty Plaza Stage |
| Tennis Shootout | 11:00 AM | Troy Community Park  |
| Strawberry Pie Eating Contest Registration Begins  | 12:30 PM | Center Stage / Levee |
| Strawberry Pie Eating Contest  | 1:30 PM | Center Stage / Levee |
| Taste of Strawberry Challenge  | 5:30 PM | Prouty Plaza  |
| Entertainment – Saturday Night Concert | 6:00 PM | Prouty Plaza Stage |
| **Festival Closes**  | **9:00 PM** |   |

**Saturday, June 3**

**Event:** Ongoing Entertainment on Prouty Plaza Stage and Center Stage on Levee

**Time:** Ongoing all day. 10am – 8:30 pm

**Chairman:** Tammy Walkup - 614-329-4450

**Additional Chairman/Persons involved:**

Mike Caldwell – Sound – 937-418-8141

**Choices:** Postpone for a set amount of time or cancel

**Who Makes the Decision**: Entertainment Chair, TSF Business Manager & Festival General Chairman with the direction of the Troy Police & Fire Department.

**Alternate Locations:**

No alternate location available

No reschedule available

**Event:** Little Miss and Mr. Pageant

**Time:** 11:00

**Location:** Prouty Stage

**Chairman**: Andi Wise Cell # 765-914-9714

**Choices:** Postpone to another date

**Who Makes the Decision:** Little Miss & Mr. Chairman, TSF Business Mgr. & Festival General Chairman with the direction of the Troy Police & Fire Department.

**Alternate Locations**:

No Alternate Locations

**Saturday, June 3**

**Event:** Tennis Shootout

**Time:** 9:00 am

**Location:** Troy HS Tennis Courts

**Chairman:** Bud Schroeder - 937-669-5552 (W) or 937-667-8925 (c)

**Choices:** Postpone for a set amount of time or cancel

**Who Makes the Decision**: Tennis Shootout Chair, TSF Business Manager & Festival General Chairman with the direction of the Troy Police & Fire Department.

**Alternate Locations:**

No alternate location available

No reschedule available

**Event:** Pie Eating Contest

**Time:** 12:30 registration, 1:00 event

**Location:** Center Stage, Levee Stage

**Chairman:** TBD

**Choices:** Postpone for a set amount of time or cancel

**Who Makes the Decision**: Pie Eating Chair, TSF Business Manager & Festival General Chairman with the direction of the Troy Police & Fire Department.

**Alternate Locations:**

No alternate location available

No reschedule available

**Sunday, June 5**

|  |  |  |
| --- | --- | --- |
| **Sunday 10:00am - 5:00pm**  |   |   |
| Classic Run 10K Run  | 7:30 AM | Troy Community Park |
| Shortcake Special Run (2,000 meters)  | 7:35 AM | Troy Community Park |
| Car Show Registration  | 8:00 AM  | Troy Community Park  |
| **Festival Opens - Chairman welcome**  | **10:00 AM** | **Prouty Plaza Stage** |
| Booths Open-Food, Crafts and Games | 10:00 AM | Downtown Troy and Levee |
| Car Show  | 10:00 AM | Troy Community Park  |
| Entertainment - Declare on the Square (Christian)  | 10:00 AM | Prouty Plaza Stage |
| Entertainment  | 10AM - 5PM | Prouty Plaza and Levee Stage |
| Super Kids | 12:00 PM | Lower Levee Stadium Side  |
| **Festival closes**  | **5:00 PM** |   |

**Sunday, June 5**

**Event:** 10K Run & Strawberry Shortcake

**Time:** 8:30 am

**Location:** Duke Park

**Chairman:** Jeff Coudron – Cell# 937-361-6825

**Choices:** Postpone for a set amount of time or cancel

**Who Makes the Decision:** 10K Race Chair, TSF Business Manager & Festival General Chairman with the direction of the Troy Police & Fire Department.

**Alternate Locations:**

No alternate location available

No reschedule available

**Event:** Ongoing Entertainment on Prouty Plaza Stage and Center Stage on Levee

**Time:** Ongoing all day. 10am – 8 pm

**Chairman:** Tammy Walkup – 614-329-4450

**Additional Chairman/Persons involved:**

Mike Caldwell – Sound – 937-418-8141

**Choices:** Postpone for a set amount of time or cancel

**Who Makes the Decision**: Entertainment Chair, TSF Business Manager & Festival General Chairman with the direction of the Troy Police & Fire Department.

**Alternate Locations:**

No alternate location available

No reschedule available

**Sunday, June 5**

**Event:** Super Kids

**Time:** 7:30 am registration, cruise in 10AM – 2 PM

**Location:** Troy Community Park

**Chairman:** Taylor Bruner

**Choices:** Postpone for a set amount of time or cancel

**Who Makes the Decision**: Car Show Chair, TSF Business Manager & Festival General Chairman with the direction of the Troy Police & Fire Department.

**Alternate Locations:**

No alternate location available

No reschedule available

**Event:** Super Kids

**Time:** 12:00 pm

**Location:** Lower Levee Stadium Side

**Chairman:** TBD

**Choices:** Postpone for a set amount of time or cancel

**Who Makes the Decision**: Super Kids Chair, TSF Business Manager & Festival General Chairman with the direction of the Troy Police & Fire Department.

**Alternate Locations:**

No alternate location available

No reschedule available

# **Guide to Emergency Action Procedures**

***Quick tips for acting upon an emergency:***

* **FIRST STEPS:**
	+ If you see or hear of a life-threatening emergency incident, call the Troy Police Department immediately calling on the radio or by dialing 911.
	+ If you can see a police office or other emergency worker, tell them the situation immediately if they do not see it themselves.
	+ If necessary, send another volunteer to call for help.
* **SECOND STEPS:**
	+ Keep calm!
	+ Keep safe!
	+ Keep people away from any immediate danger area
	+ Keep helping!
		- Small fire – use extinguisher
		- Injured person – Keep person quiet and lying down
		- Violence, threats, robbery – Keep safe; do not provoke; notice details.
		- Bomb Threat – Follow special procedures in following section
		- Crowd Panic- Set the calm example; speak with authority; direct people to safety.

## **Injuries/Accidents**

1. Stop and appraise the situation
2. Immediately consult/notify the chain of contact list (above)
3. While waiting for first aid to arrive:
	1. Be calm, take command and enlist help from others, if necessary. Keep the immediate area clear.
	2. Keep an injured person lying down and quiet – reassure person.
	3. Send someone to guide the medical team to the location.
4. First Aid should never be attempted by you except under these extraordinary circumstances:
	1. You are trained in First Aid and disaster has struck, and no immediate First Aid is readily available.
	2. Victim(s) will die if specific positive steps are not immediately taken – such as a blocked air passage or severe bleeding.
	3. \*REMEMBER\* First Aid administered by an untrained person can often result in more harm than no First Aid at all.
5. All people with minor injuries (those who can easily walk) will be escorted to the First Aid station by yourself, or someone sent from First Aid.
6. If a slightly injured person refuses First Aid, after your instance has failed, make certain that the injured person is aware of the free First Aid Station.
	1. First Aid stations are located downtown and, on the levee,
		1. Kettering Health – Water Street and North Market Street bridge
		2. Upper Valley Medical center – lower levee
		3. Troy Fire and Police – West side of the fountain beside information booth

## **Crimes in General**

1. Crimes include assault, threats, robbery, theft, and vandalism.
2. The rule of thumb is safety for all concerned. Let Troy City Police Department handle the situation. Don’t put yourself in jeopardy.
3. STEPS TO TAKE UPON WITNESS:
	1. Keep yourself safe
	2. While awaiting the arrival of police, attempt to detain witnesses. Get names, addresses, and phone numbers if they insist on leaving.
	3. Attempt to identify items of evidence, and protect them from being touched by anyone, including yourself.
	4. Make written notes as to description of suspects and any other information that may assist in their apprehension.
4. Crimes not in progress are not considered an emergency situation

## **Verbal Threats**

1. Report all threats made against you, a guest, or the festival as a whole to the Troy Police Department.
2. Under no circumstances are volunteers or festival representatives to challenge, answer back, or otherwise further provoke the person making the violent threats.

## **Protests/Demonstrations**

1. Alert Troy Police Department immediately
2. Do not attempt to break up a demonstration. The police will handle the situation.

## **Active Shooter/Hostile Driver into Crowd**

1. EVACUATE: If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
	1. Have an escape route and plan in mind
	2. Evacuate regardless of whether others agree to follow
	3. Leave your belongings behind
	4. Help others escape, if possible
	5. Prevent individuals from entering an area where the active shooter/driver may be
	6. Keep your hands visible
	7. Follow the instructions given by any police officers
	8. Do not attempt to move wounded people
	9. Call 911 when you’re safe
2. HIDE: If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
	1. Your hiding place should:
		1. Be out of the active shooter’s view
		2. Provide protection if shots are fired in your direction (for example: an office with a closed and locked door)
		3. Not trap you or restrict your options for movement
	2. To prevent an active shooter from entering your hiding place
		1. Lock the door (if applicable)
		2. Blockade the area with any large furniture or objects
	3. If the active shooter is nearby:
		1. Silence your cell phone
		2. Turn off any source of noise that might disclose your hiding location
		3. Hide behind large items (tables, trash cans, etc.)
3. TAKE ACTION – AS A LAST RESORT ONLY: If your life is in imminent danger and there is no escaping or hiding, attempt to disrupt and/or incapacitate the active shooter
	1. Acting as aggressively as possible against him/her
	2. Throwing items and improvising weapons
	3. Yelling
	4. Committing to your actions
4. ONCE LAW ENFORCEMENT ARRIVES:
	1. Remain calm and follow officers’ instructions
	2. Put down any items in your hands (bags, jackets, etc.)
	3. Immediately raise hands and spread fingers
	4. Always keep your hands visible
	5. Avoid making quick movement toward officers such as holding onto them for safety
	6. Avoid pointing, screaming, and/or yelling
	7. Do not stop to ask the officers for help or direction when evacuating. Just proceed to the direction from which officers are entering the premises.
	8. The First officers to arrive to the scene will not stop to help injured persons. Expect rescue teams comprised of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises.
5. Once you’ve reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.